Keyboarding Applications

Levels: **Grades 7-12**
Units of Credit: **0.50**
CIP Code: **52-0438**
Core Code: **32-02-00-00-310**
Prerequisite: **Keyboarding I or competency of 25 wpm touch typing.**
Skill Test: **None**

COURSE DESCRIPTION

This 7-12 grade course is designed to increase student keyboarding skill through drill practice and reinforcement of correct techniques. Students will use word processing software to create, format, and edit personal and business documents.

Note: Students who enter the course with minimum timed-writing level competence (25 wpm) are expected to improve keyboarding speed and accuracy by increasing between 4 to 8 words per minute with a maximum of 2 errors per minute.

CORE STANDARDS, OBJECTIVES, AND INDICATORS

STANDARD 1
Students will demonstrate mastery of touch keyboarding using correct techniques.

Objective 1: Students will practice correct keyboarding techniques.
   a. Feet placed appropriately for balance.
   b. Center body to the "h" key with elbows at sides.
   c. Sit up straight.
   d. Curve fingers over the home keys.
   e. Keep wrists off the keyboard.
   f. Keep eyes on printed copy.
   g. Key by touch.

Objective 2: Students will be able to accurately evaluate and demonstrate proper keyboarding techniques.

STANDARD 2
Students will improve speed and accuracy keyboarding ability.

Objective 1: Students will increase speed using appropriate drills and timed writings.
   a. End of first 9 weeks: Using 85% high frequency words (hfw) straight-copy material and 2 minute timed writings, improve entry keyboarding speed by increasing between 4 to 8 wpm.
   b. End of semester: Using 80% high frequency words (hfw) straight-copy material and 2-minute timed writings, improve 1st term speed by increasing between 4 to 8 wpm.

Objective 2: Students will increase accuracy using appropriate drills and timed writings.
   a. Key with no more than 2 errors per minute on 2 minute timed writings.
   b. Key with no more than 3 errors per minute on 3 minute timed writings.

STANDARD 3
Students will create and edit a variety of documents; i.e., reports, letters, memos, emails, labels and envelopes from unarranged, edited, and script copy using word processing software.

Objective 1: Students will demonstrate basic word processing formatting skills.
   a. Utilize file functions: open, close, save, save as, page setup, and print.

b. Utilize formatting functions: variable top, bottom, left, and right margins; font sizes and styles; line spacing, word wrap, bullets and outline features; justification; spell check; thesaurus.
   c. Create tables.
   d. Utilize report functions: page numbering; page number suppress; widow/orphan protection; enumerated items; bibliography (references); works cited; title pages; table of contents.

Objective 2: Students will demonstrate correct letter, email, fax, and envelope format and identify acceptable uses of each.
   a. Identify parts, types, and uses of business letters, emails, envelopes, labels and faxes.
   b. Differentiate between personal and business letters.

STANDARD 4
Students will improve composition and editing skills.

Objective 1: Students will demonstrate good editing skills.
   a. Read copy for content and meaning.
   b. Use correct grammar, punctuation, capitalization, and number expression.
   c. Recognize and use proofreader's marks.
   d. Identify and correct errors.

Objective 2: Students will demonstrate composition skills at the keyboard.
   a. Compose sentences, short paragraphs, and stories.
   b. Compose emails, letters, fax cover sheets, etc.